



MSFC WORK SCHEDULE OPTIONS

AVAILABLE TOURS	SCHEDULE	HOURS	DAYS	CREDIT HOURS	BASIS
Standard	Fixed	8 Hours per day & 40 hours per week	5 days per week	No	Employee Request
Compressed	Fixed	8 9-hour days, 1 8-hour day and 1 day off per pay period	9 days per pay period	No	Employee Request
First 40	Not Fixed	40 hours per week	Not Fixed	No	Management Requirement
Maxiflex	Established core hours; no set in/out time	80 hours per pay period	Core hours may be established for less than 10 days per pay period	Yes	Employee Request

Reference MGM 3600.1, Attendance and Leave

Leave Without Pay (LWOP)

Is approved leave, not an employee entitlement

Short-term vs. long-term LWOP

Not a replacement for a part-time work schedule

Family and Medical Leave Act (FMLA)

Is an employee entitlement

Can substitute other forms of leave for this purpose

Up to 12 weeks during a 12-month period

Does not have to be continuous

Sick Leave (SL)

Family Care and Bereavement Purposes

Approved on the same basis as SL for the employee

Up to 104 hours leave

Employees may be advanced the 104 hours or SL available

Care for a Family Member with a Serious Health Condition

Up to 12 weeks of accrued or advanced SL available

Maximum of 240 hours may be advanced

Entitled to 12 weeks each year for all family care purposes

Reference MPG 3600.1, Attendance and Leave



Labor Relations

Functions of the Labor Relations Program

Provide advice and assistance to managers

Serve as the contact with the unions

Negotiate labor agreements with the unions

Serve as the Human Resources representative in grievances and arbitrations

Who is Represented?

Bargaining unit – employees exclusively represented by a union

MESA represents 1500 engineers and scientists

AFGE represents 500 non-professional employees



When Should a Union be Invited to a Meeting?

Formal Discussions –

Any meeting between an agency representative and a bargaining unit employee or their representative

...concerning a grievance, personnel policy or practice or other condition of employment.

Examination of Employees –

An examination in connection with an investigation of a bargaining unit member by an agency representative

- 2. ...when the employee reasonably believes disciplinary action may result and**
- 3. ...the employee requests representation.**



How do I Fulfill My Obligation to the unions in these meetings?

Formal Discussions –

- 1. Notify me in time for the unions to have a reasonable notification of the meeting.**
- 2. Allow representative to ask questions and make relevant comments.**

Examination of Employees -

- 1. Notify me in time for the union to have a reasonable notification of the meeting.**
- 2. Stop the meeting if the employee requests union representation.**



What is a Grievance?

Complaint by an employee on any employment matter

Complaint by union on employment matters of bargaining unit

Complaint by employee, union or the agency concerning

- 1. Interpretation or application of agreements or**
- 2. Interpretation or application of any law, rule, or regulation affecting working conditions**

What is an Unfair Labor Practice?

Any violation of a right guaranteed under 5 USC Chapter 71

Clarifies scope of rights under 5 USC Chapter 71

Can be committed by management or a union

Cannot be committed by an employee unless acting for a union



Common Causes of Union Complaints

Moving bargaining unit employees without union notification

Establishing sign-in/sign-out procedures

Distributing surveys to unions have not seen in advance

Discussing reorganizations at meetings the unions have not been invited to attend

Discussing other conditions of employment directly with bargaining unit employees



Drugs For Which Employees Are Tested:

Marijuana

Cocaine

Amphetamines

Opiates

Phencyclidine (PCP)

Types of Testing:

Pre-Employment

Random

Reasonable Suspicion

Accident or Unsafe Practice

Voluntary

Follow-up



Testing Designated Positions (TDP)

Based on Sensitivity of Position

Approximately 700 at MSFC

At Least 25% Tested Each Year

Requires 30-Day Notice Prior to Possible Testing

Mandatory Administrative Actions

Referral to EAP

TDPs Removed From Sensitive Duties

Management Discretion Regarding Return to TDP Duties

Subject to Follow-up Testing

Reference NPR 3792.1B, NASA Plan for a Drug-Free Workplace

Safe Harbor

Voluntary Admit to Illegal Drug Use Before Being Identified By Other Means

Consent to Release of Treatment Progress

Successfully Complete Treatment Through EAP

Refrain From Future Illegal Drug Use

Subject to Follow-up Testing